



Massachusetts Department of Environmental Protection
Bureau of Resource Protection • Watershed Permitting Program
Surface Water Discharge (NPDES) • Non-Industrial Wastewaters

BRP WM 13 Permit and Plan Approval for Surface Water Discharge from a Water Treatment Facility

Instructions and Supporting Materials

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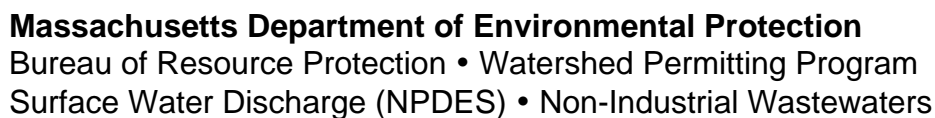
Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



1. What is the purpose of NPDES Permits?

2. Who must apply?

- Any agency or political subdivision of the Commonwealth
- Any federal agency
- Any public or private:
 - corporation
 - authority
 - individual
 - partnership
 - association, or
 - other entity proposing to discharge non-industrial wastewater from a point source to surface waters.

3. What is the application fee?

BRP WM 13 Discharge from Water Treatment Facility	\$ 775
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4. What is the Primary Permit Location?

**Department of Environmental Protection
Division of Watershed Management
627 Main Street, 2nd Floor
Worcester, MA 01608**

5. What are the timelines?

MassDEP offers a money-back guarantee for completing permit reviews on time. If the Department fails to complete its permit review within prescribed timelines, it will refund the permit application fee and will continue working on the application. The timelines (in days) for these NPDES permits are:

Permit Category	Administrative and Technical Review	Supplemental Technical Review (if needed)	Review of Public Comments
BRP WM 13	90	30	30

The timelines established for each category consist of an Administrative/Technical Review period and, if a public comment period is required, additional time to review comments received. If an application is found to



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Permit Fact Sheet

be deficient, applicants are given the opportunity to correct the discrepancy and the Department then conducts a supplemental technical review.

6. What are annual compliance fees?

Annual compliance fees are assessed on facilities holding MassDEP permits. Assessments begin in the state fiscal year following the year the permit is issued.

\$100:

Discharge of non-process water not subject to anti-degradation provisions of 314 CMR 4.00, excluding 310 CMR 4.10(6)(tt) permits, effective 11/30/94.

The following entities are exempt from Annual Compliance Fees:

- Massachusetts state agencies
- Massachusetts cities, towns, counties, districts
- Municipal housing authorities, and federally recognized Indian tribe housing authorities.

7. How long is the notice of intent in effect?

Federal and state regulations each stipulate that NPDES permits be issued for a period, "not to exceed 5 years". Permits may be issued for less than 5 years.

8. How can I avoid the most common mistakes made in submitting an application?

- Make sure the application is signed and dated in ink by a legally responsible official.
- Submit a copy of the MassDEP Transmittal Form <http://mass.gov/dep/service/online/trasmfrm.shtml> and the completed application forms to the MassDEP Watershed Permitting Program.
- Submit fee and a copy of the MassDEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

9. What are the state regulations that apply to these permits? Where can I get copies?

These regulations include, but are not limited to:

- Surface Water Discharge Regulations, 314 CMR 3.00.
- Surface Water Quality Standards, 314 CMR 4.00.
- Wastewater Treatment Plant Operators, 257 CMR 2.00.
- Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

State Bookstore (in State House)
Room 116
Boston, MA 02133
617-727-2834

State Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376



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BRP WM 13 Instructions

If your discharge consists solely of treated presedimentation underflow, treated underflow from the coagulation/settling processes using aluminum compounds or polymers as coagulants, or treated filter backwash, you may qualify for the general NPDES permit for water treatment facilities. The Federal Register http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=2000_register&docid=00-29225-filed has a complete description of this permit. The MassDEP will perform the technical review of the application and issue an approval letter to EPA. EPA will then issue the permit. If there are any questions, call 508-767-2856, fax 508-791-4131, or email kathleen.keohane@state.ma.us

The application package to the MassDEP should include:

a. The MassDEP application package should include the application form and the transmittal form with a copy of the check.

- The application form, BRP WM 13, Request for General Permit Coverage, Surface Water Discharge from a Water Treatment Facility. This form is available on the MassDEP web site: <http://mass.gov/dep/water/approvals/surffms.htm#npdes2>. Important items include name and address, number of outfalls, average and maximum flow, total suspended solids, pH, aluminum, total residual chlorine and receiving waterbody. Include a map showing the location of the discharge.
- Transmittal Form. Obtain from MassDEP web site <http://mass.gov/dep/service/online/trasmfrm.shtml>. Each transmittal form has a unique number and is used to track the permit status. **A transmittal form must have a transmittal number or it will become lost in the system.** A fee is required unless owner is exempt (see transmittal form). Include a copy of the check.

Send this package to: Massachusetts Department of Environmental Protection
Division of Watershed Management
627 Main Street, 2nd floor
Worcester, MA 01608

b. Transmittal Form and check package: Send the check and a copy of the transmittal form to the address indicated on the transmittal form

c. EPA Application package: Send the same package as described in paragraph a. above except the transmittal form and check copy to EPA:

Send this package to: EPA New England
1 Congress Street, Suite 1100
Boston, MA 02114-2023
ATTN: Olga Vergara

Olga Vergara can be reached at 617-918-1519, fax 617-918-2064, or email vergara.olga@epa.gov.

EPA will issue the Discharge Monitoring Reports (DMRs). If you have any questions, contact Marie McDonald at 617-918-1878 or e-mail mcdonald.marie@epa.gov



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Request for General Permit Coverage Surface Water Discharge from a Water Treatment Facility

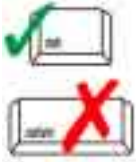
Transmittal Number _____

Date Received _____

A. Facility Information

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Project owner:

Name

Street/PO Box:

City

State

Zip Code

Contact Person

Telephone Number

2. Project operator (if different from above):

Name

Street/PO Box

City

State

Zip Code

Contact Person

Telephone Number

3. Facility Data (attach topographic map or other map showing facility location):

Name

Street/PO Box

Email address (optional)

City

Telephone Number

State

Zip

Contact Person

4. Standard Industrial Codes (SIC) and Descriptions:

Standard Industrial Code

Description



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Request for General Permit Coverage Surface Water Discharge from a Water Treatment Facility

Transmittal Number _____

Date Received _____

B. Effluent Characteristics

(Refer to general permit in Federal Register Volume 65, Number 221, November 15, 2000, page 69000-69013)

	Average Monthly	Maximum Daily
Flow, gpd [< 1 MGD]	_____	_____
TSS	_____	_____
[avg. monthly use must be < 30 mg/l; max. daily < 50 mg/l]		
Settleable Solids	_____	_____
[avg. monthly must be < 0.1 mg/l; max. daily < 0.2 mg/l]		
pH (freshwater 6.5-8.3, saltwater 6.5-8.5)	_____	_____
Aluminum [report mg/l]	_____	_____
LC-50 & C-NOEC	_____	_____
[if tests previously conducted]		
Chlorine residual	_____	_____
[report mg/l if chlorination used in process]		
Receiving waterbody:		

C. Certification

I certify that the discharge for which I am seeking coverage under the general permit consists solely of a surface water discharge from a water treatment facility. I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on inquiry of the persons or persons directly responsible for gathering the information, I certify that the information is, to the best of my knowledge and belief, true, accurate, and complete. I certify that I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature _____

Printed Name and Title _____

Date _____